

PART A – POLICY AND PROCEDURES

CHAPTER 4 – DOCUMENT SUBMITTAL REQUIREMENTS

1.0 General Requirements for OFPM Forms

- 1.1 Forms required for the Project Architect/Engineer to perform their duties are provided in DOC/DOCX and XLS/XLSX format at <http://admin.ks.gov/offices/ofpm/dcc/f-and-d>. If these forms are executed electronically, they shall be in the original format. (i.e. DOC forms are to remain as DOC forms) Forms must be completed electronically. Handwritten forms will not be accepted.
- 1.2 Forms (No. 050 to 054) shall not be used for a project where procurement of design professional services is not obtained through SBAC.
- 1.3 Forms (112, 305, 307, 315, 320, 322, 430, 431, 450, 460, 461, 560, 570, 571, General Conditions of the Contract, Supplemental General Conditions) shall only be used for Capital Improvement Projects that bid through OFPM plan room or CMAR/DB per Part B – Chapter 7. These forms shall not be used for any other procurement method.
 - 1.3.1 OFPM address and contact information shall only appear on documents that will bid through OFPM plan room. It shall not appear on documents that are issued for any other procurement method.
- 1.4 Forms should be downloaded from the OFPM website each time they are used. This will alleviate delay in the processing of paperwork, as documents submitted on outdated forms may be required to be resubmitted on the current version of the form.
- 1.5 Forms issued by OFPM are available at <http://admin.ks.gov/offices/ofpm/dcc/f-and-d> in PDF format for informational purposes only.

2.0 General Requirements for Submittals

- 2.1 This chapter outlines the types of document submittals required, when submittals should be provided, the submittal format and general processing information. Technical information required to be provided on the submittals is outlined in other chapters such as code and occupancy requirements in Part A – Chapter 5 and design submittal requirements in Part B – Chapter 5.
- 2.2 Processes for submittals are based upon how construction is being procured rather than the size of the project.
- 2.3 For projects bidding through OFPM plan room, all bid document submittal requirements are outlined in Part A – Chapter 6.
- 2.4 All correspondence including e-mail, letters and shop drawings, shall be identified with OFPM project number, including submittals indicated in this chapter, as well as ancillary service projects, miscellaneous studies/reports or other provided professional design services. The OFPM project number shall be used on all correspondence, drawings, specifications, billings, shop drawings and other documents transmitted to OFPM and shall be provided in the subject line of e-mails sent to OFPM.
 - 2.4.1 The OFPM project number is a 6-digit number preceded by A-. All six numbers shall be included even if the first number is a zero. (Example: A-010254). The OFPM project number is required to file and properly track the project.

- 2.4.2 An OFPM project number is required on any project that is required to be sent to OFPM for review.
- 2.4.3 This number will be assigned by OFPM when the Owner submits a completed Form 935 – OFPM Project Number / Data Request to OFPM (Reference Part A – Chapter 8 for additional information.)
- 2.5 Submittals will not be reviewed if the OFPM project number has not been provided.
- 2.6 Form 120 – Request for Review is **required each time a submittal is forwarded for action or review by OFPM.** The form is required for building code questions/interpretations, code footprint reviews, temporary egress/construction separation reviews, construction document reviews, permit to build review, bid document deliverable reviews, fire alarm and fire suppression shop drawing reviews. If submitting multiple items at one time for review, please send a separate Form 120 for each type of submittal. If creating a master form for each project, please be sure to update the date in the upper left hand corner of the form every time a submittal is sent and select only one type of submittal.
 - 2.6.1 The second page of the form is only required to be completed and submitted with code footprint submittals. Other submittal types do not require the second page.
- 2.7 OFPM will issue comments or acceptance on all submittals. If the submittal is a preliminary or in-progress submittal, comments will be issued. If the submittal is for OFPM action, Form 125 – Project Acceptance will be issued upon acceptance of the submittal.
- 2.8 The code footprint and temporary egress are the only documents allowed to be submitted for review via e-mail. Reference this chapter sections 5.0 Code Analysis / Code Footprint Submittal and 6.0 Construction Separation and Temporary Egress Submittal for formatting and submission requirements
- 2.9 Electronic Deliverables shall be provided as follows: PDF document files shall be saved at a minimum of 300 dpi.
 - 2.9.1 flash drive shall be in a format appropriate for Microsoft Windows based operating systems.
 - 2.9.2 Create flash drive with a single closed recording session on a fully readable flash drive.
 - 2.9.3 The flash drive shall contain no more than two levels of folders.
 - 2.9.4 If multiple flash drives are needed for a project, each flash drive label shall also include a volume number and be identified as x of y (i.e. Disk 1 of 3).
 - 2.9.5 The flash drive shall have a key tag or some other identifying tag containing the project number and submittal date and must be accompanied by a printed copy transmittal.
 - 2.9.6 CAD documents are not required unless included as part of the contract for the project negotiated between the Project Architect/Engineer and the Owner. All CAD requirements should be coordinated and negotiated with the Owner.
- 2.10 Professional Licensure
 - 2.10.1 All professional licensure shall comply with the Kansas Board of Technical Professions requirements.

- 2.10.2 The Kansas State Board of Technical Professions recognizes electronic signatures. Specific regulations and standards are available at the KSBTP website at <http://www.ksbtp.ks.gov/statutes-rules/seal-sig-faq>.
 - 2.10.3 Each professional in each discipline that seals original bid drawings for a state Capital Improvement Project shall seal each drawing related to their actual work, and sign and write the current date across each seal.
 - 2.10.4 Each professional in each discipline shall also provide a sheet in the specification manual identifying the portions of the specification for which the professional is responsible. This sheet shall include the professional seal and the signature of the professional and the current date across each seal.
 - 2.10.5 If construction documents are part of the specification manual, the Kansas State Board of Technical Professions allows the drawings to be sealed in the same manner of the specification manual by providing a drawing sheet (usually the cover sheet) that includes the sheet index to be sealed, signed and dated by each responsible professional.
 - 2.11 Copyright and Ownership of Documents
 - 2.11.1 The Owner shall become the owner of all documents prepared pursuant to the contract. The Owner shall also become the owner of the copyright to said documents.
 - 2.11.2 The Owner may use the documents as reference material for subsequent projects within the building or facility without obtaining the consent of the Project Architect/Engineer. The Owner shall not hold the Project Architect/Engineer responsible for claims resulting from these subsequent projects.
- 3.0 General Processing Information on Submittals
- 3.1 OFPM will review submittals in the order they are received.
 - 3.2 Written review comments will be issued from the OFPM reviewer via e-mail to the individuals listed on form 120 – Request for Review. The Project Architect/Engineer shall “Reply to All” and make the responses in red below the comments and each comment shall conclude with the date of the response and the initials of the person responding.
 - 3.2.1 OFPM may issue their comments on a marked-up PDF of the documents if it is easier to convey the review comments graphically.
 - 3.2.2 It is the responsibility of the Project Architect/Engineer to coordinate the responses and to verify that the comments are being forwarded to the appropriate individuals for response.
 - 3.3 Form 125 – Project Acceptance will be issued when a submittal is accepted by OFPM. This will be issued electronically via e-mail to the individuals identified on the Form 120 – Request for Review.
 - 3.3.1 On large projects with multiple bid packages or phased construction a Form 125 – Project Acceptance will be issued for each document or bid package.
 - 3.4 A permit to build will be granted when the code footprint, (if applicable), temporary egress plans, (if applicable); have been accepted by OFPM or OSFM and construction documents have been accepted by OFPM. The Permit to Build is issued by OFPM on Form 125 – Project Acceptance.

- 3.4.1 On large projects with multiple bid packages or phased construction, a permit to build will be issued for each bid package. The permit to build on some packages may be issued at the discretion of OFPM, without an approved code footprint on file. These packages may include site utilities, footings and foundations.

4.0 Required Document Submittals

- 4.1 Reference Glossary pages 7 and 8 for flow charts that outline the design, construction administration, submittal and review process for projects bidding through OFPM plan room for projects that do not bid through OFPM plan room.

- 4.2 The following submittals may be applicable for OFPM review and action on Capital Improvement Projects.

Code Analysis / Code Footprint Submittal (See Section 5.0)

Construction Separation and Temporary Egress Submittal (See Section 6.0)

Accessibility Analysis Submittal (See Section 7.0)

Schematic Design Submittal (See Section 8.0)

Design Development Submittal (See Section 9.0)

In-Progress Construction Document Submittal (See Section 10.0 for projects bidding through OFPM plan room)

Final Construction Document / Permit to Build Submittal for projects not bidding through OFPM Plan Room) (See Section 11.0 for projects not bidding through OFPM plan room)

Bid Document Deliverables / Permit to Build Submittals for project bidding through OFPM plan room (See Part A – Chapter 6 and Section 12.0 of this chapter)

Construction Administration Submittals (See Section 13.0)

Fire Alarm and Fire Suppression Shop Drawings Submittal (See Section 14.0)

Deferred Submittals (Includes elevator shop drawings) (See Section 15.0)

Submittals for Occupancy/Partial Occupancy (See Section 16.0)

Record Document Submittal (See Section 17.0)

5.0 Code Analysis / Code Footprint Submittal

- 5.1 Per KSA 22-1-7 OSFM shall review, accept and sign code footprints, temporary egress/construction separation for construction projects for the following agencies:

- 5.1.1 Statehouse,
- 5.1.2 Kansas Board of Regents,
- 5.1.3 Kansas State Fair,
- 5.1.4 Department of Corrections,
- 5.1.5 Kansas State Schools for the Deaf and Blind,
- 5.1.6 Kansas Commission on Veteran's Affairs,
- 5.1.7 The University of Kansas Health Systems

- 5.2 Per KSA 22-1-7 OFPM shall review, accept and sign code footprints, temporary egress/construction separation for construction projects for the following agencies as OSFM is not required to review them:
 - 5.2.1 Adjutant General's Department,
 - 5.2.2 Department of Administration,
 - 5.2.3 Kansas State Historical Society,
 - 5.2.4 Departments of Labor,
 - 5.2.5 Transportation and
 - 5.2.6 Wildlife, Parks and Tourism,
 - 5.2.7 Kansas Bureau of Investigation and
 - 5.2.8 Kansas Highway Patrol.
- 5.3 A code footprint is required to be submitted for all new construction, additions, and building renovation/remodeling affecting active or passive life safety systems or change in occupancy of buildings on State property. ([K.A.R. 22-1-7](#)) (See Part A – Chapter 5 Section 2.0)
 - 5.3.1 If a code footprint has been prepared to address plan of correction items as identified with OSFM, the code footprint will not be reviewed by OFPM and will be forwarded to OSFM for their action.
 - 5.3.2 If a Code Footprint has been prepared for a health care occupancy that is required to comply with Centers for Medicaid/Medicare (CMS), it shall comply with [K.A.R. 28-34-32b](#) & [K.A.R. 22-1-7](#).
- 5.4 OFPM will make an initial determination of the code footprint requirement based on scope of work information provided on Form 935 – Project Number / Data Request. OFPM will indicate on this form if a code footprint is or is not required. A copy of this completed form can be obtained from the Owner.
 - 5.4.1 If information is provided on the construction documents that indicate a code footprint is required, OFPM will notify the project architect/engineer.
- 5.5 All code footprints for buildings on state property shall be sent to OFPM via e-mail. Upon receipt, OFPM forwards the code footprint to OSFM for review and acceptance. The Project Architect/Engineer shall not send the code footprint directly to OSFM. Misdirected, incorrect and/or incomplete submittals may delay the review process.
 - 5.5.1 If the submittal is required to be transmitted via e-mail in other portions of this chapter, the e-mail submission should be sent in a DOC/DOCX or PDF format.
 - 5.5.2 E-mail size is limited to 10MB. Electronic PDF files shall be condensed or optimized.
 - 5.5.3 Due to State computer security system restrictions, OFPM is not able to receive ZIP files. ZIP files are not delivered to OFPM and sender will not receive non-delivery notification.
 - 5.5.4 Due to State computer security system restrictions, the use of an FTP site or third-party websites to transmit submittals is not allowed.
 - 5.5.5 Final submittals for permit to build construction documents and bid document deliverables are not allowed to be transmitted via e-mail.
- 5.6 The code footprint must be routed separately from the construction documents as these are reviewed by the Office of the State Fire Marshal (OSFM). The construction documents are not reviewed by OSFM.

- 5.7 Routing of code footprints shall follow Owner requirements as well as OFPM requirements. Coordinate with Owner regarding their requirements for their review and submittal processes. Follow the general submittal and processing requirements per Sections 1.0, 2.0 and 3.0 of this chapter.
- 5.8 Preliminary Code Footprints - Code Footprints can be submitted at any time during design and construction document phases.
 - 5.8.1 Preliminary submittals do not require design professional seal or Owner signature and should be submitted by e-mail. Preliminary code footprints will only be reviewed by OFPM. The Office of the State Fire Marshal does not review preliminary code footprints.
- 5.9 Final Code Footprint - The final code footprint shall be submitted when the Project Architect/Engineer has determined the code footprint is in a final form. The code footprint must have design professional seal and Owner signature prior to routing to OFPM. Unsealed or unsigned Code footprints will be returned to the agency for completion and not forwarded to OSFM.
 - 5.9.1 OSFM reserves 30 days for code footprint review. It is recommended to submit the code footprint prior to completion of construction documents.
 - 5.9.2 **Final code footprints** shall be submitted electronically via e-mail as a PDF document.
- 5.10 Code footprint submittals shall be saved in an 11 x 17 inch, black and white format. The submittal may be multiple pages. The pages are to be numbered CFX of CFY. The OFPM project number and building number must be part of the title block of the code footprint. OFPM preference is for the code footprint to utilize the standard title block. (Reference Form 112 – Standard Title Block)
- 5.11 Signature lines shall be included only on the front page for the Owner representative, either OFPM or OSFM and any other signatures required by the Owner.
- 5.12 Text shall be readable and legible. Project Architect/Engineer shall review submission for legibility and completeness prior to submission.
- 5.13 All graphics shall conform to the standard included on Form 111 – Code Footprint Graphic Legend, available at <http://admin.ks.gov/offices/ofpm/dcc/f-and-d>.
 - 5.13.1 The code footprint graphic legend shall be provided on the code footprint and shall include the graphic symbol, the description, and the protection elements description. Graphic symbols not used on the code footprint can be omitted from the code footprint graphic legend provided on the code footprint.
 - 5.13.2 If additional graphic symbols are needed to adequately present the building conditions on the code footprint, the Project Architect/Engineer may add symbols to the legend. Any additions must be shown on the graphic legend on the code footprint and the protection elements described.
- 5.14 Code Footprints shall provide the following code and facility information:
 - 5.14.1 Code footprints and revised code footprints, shall include all requirements of ([K.A.R. 22-1-7](#)). The second page of Form 120 – Request for Review identifies the requirements.
 - 5.14.2 Code footprints shall communicate the condition of the building or area at the completion of the project. If a code footprint is already on file at OSFM, a partial code footprint may be submitted to show only the floor where the work is being completed.

5.14.2.1 OSFM reserves the right to ask for an updated code footprint of the entire building.

5.14.3 Applicable codes are to be listed on the code footprint. This includes the codes and editions of the codes. If fire alarm or fire suppression system is installed or modified with the work on the code footprint, NFPA 72 and NFPA 13 and their edition is to be listed under applicable codes.

5.14.4 Known existing conditions that don't meet code requirements shall be noted as existing non-conforming.

5.14.5 All new work shall be clearly identified.

5.14.6 All hazards are to be identified on the code footprint. This is to include hazardous materials and their quantities, any hazardous uses, and any special features such as locking devices being proposed for egress doors (except for I-3 occupancies, where only the condition type need be identified in the code footprint narrative).

5.14.7 Any special agreement or compensatory measures on file with OSFM shall be noted on each code footprint issued for that building and the documentation shall be included in the submission or be made available for review.

5.14.8 Alternative materials, design and methods of construction and equipment should be reviewed with OFPM or OSFM prior to the submittal of the code footprint and shall be identified and justified on the code footprint. See the International Building Code for definition of alternative materials, design and methods of construction and equipment.

5.14.9 Identification of active life safety systems shall be listed as "required / not required" and "provided / not provided" and/or listed as existing non-conforming if applicable. Identify scope of systems provided i.e.: full coverage, partial systems (with locations), or compensatory systems.

5.15 Revised Code Footprint Submittal

5.15.1 If revisions to information on a previously accepted code footprint occur during construction, the code footprint shall be resubmitted with a revised date and all revisions shall be identified. The revised code footprint is to be accepted by OFPM or OSFM prior to issuance of Form 150 – Certificate of Occupancy.

5.15.2 Follow the general submittal and processing requirements per Sections 1.0, 2.0 and 3.0 of this chapter.

6.0 Construction Separation and Temporary Egress Plan Submittal

6.1 If construction is occurring in an existing building when the building is occupied, construction separation and temporary egress plans will be required.

6.1.1 If the work occurs when the building is not occupied, construction separation and temporary egress plans will not be required. Provide a note on the Form 120 – Request for Review indicating the work will occur when the building is not occupied.

6.2 The construction separation and temporary egress plans shall identify the following:

6.2.1 Graphically illustrate the construction areas and occupied areas.

- 6.2.2 Graphically illustrate the separation provided. Indicate (graphically or labelled) all temporary walls. If existing walls are being utilized, describe the wall and indicate if openings are present and the type of protection at the openings.
 - 6.2.3 Egress paths and travel distance shall be identified. Temporary exiting and/or access shall be identified if existing exits are impaired.
 - 6.3 The temporary exiting or egress may be identified as part of the code footprint or as a separate plan submission. The pages are to be numbered TEX or TEY. If a separate plan is submitted, the submission shall be in the same format (page size, title block, project number, building number, etc.) as the code footprint, shall bear the Project Architect/Engineer seal, shall list all applicable codes and saved or printed in an 11 x 17 inch, black and white format.
 - 6.3.1 If sent as one PDF document with the code footprint, changes to either the code footprint or temporary egress will require both documents to be resubmitted.
 - 6.3.2 If sent as a separate submission, signature lines shall be included on the front page of the temporary egress plan for the Owner representative, OFPM and OSFM and any other signatures required by the Owner.
 - 6.3.3 Multiple temporary egress plans may be required due to construction phasing.
 - 6.3.4 Revised plans may be required if accepted plan is modified during construction.
 - 6.4 The temporary egress plan shall be submitted electronically as a PDF document. Send by e-mail along with Form 120 Request for Review as directed on the form.
 - 6.4.1 The PDF shall be a first-generation PDF with a minimum 300 dpi resolution. Maximum size limit is 10MB. See Section 2.7.2 for information on ZIP file restrictions.
 - 6.5 Follow the general submittal and processing requirements per Sections 1.0, 2.0 and 3.0 of this chapter.
- 7.0 Accessibility Analysis Submittal
- 7.1 Accessibility analyses, including completed path of travel forms for additions/renovations, are to be submitted for all new construction, new additions, and building renovation/remodeling (alterations). Accessibility information shall be shown on the code footprint.
- 8.0 Schematic Design Submittal
- 8.1 Schematic Design submission is not required to be supplied to OFPM.
 - 8.2 For projects not subject to Part B, Owner may require schematic design submittal to be provided to OFPM.
 - 8.3 OFPM encourages Project Architects/Engineers to submit a schematic design package if they have code questions regarding interpretation or code issues requiring resolution. Existing buildings generally have non-conforming items that require discussions regarding compliance and application of the building and life safety codes.
 - 8.4 Schematic design submission to OFPM shall include two (2) *full size paper copies of the drawings if the drawings sheets are 24"x 36" and smaller or 2 half sized paper copies if drawing sheets are larger than 24"x 36"* and one (1) flash drive with electronic submission of specifications and the elements described in Part B – Chapter 5. OFPM will review and provide comments.

- 8.5 Follow the general submittal and processing requirements per Sections 1.0, 2.0 and 3.0 of this chapter.
- 9.0 Design Development Submittal
 - 9.1 Design development submission is required for large projects subject to Part B – Chapter 3.
 - 9.2 Design development submission may be required for on-call projects subject to Part B – Chapter 4, as directed by the Owner.
 - 9.3 For projects not subject to Part B, Owner may require design development submittal to be provided to OFPM.
 - 9.4 Design development submission to OFPM shall include two (2) full size paper copies of the drawings if the drawings sheets are 24" x 36" and smaller or 2 half sized paper copies if drawing sheets are larger than 24" x 36" and one (1) flash drive with electronic submission of specifications and the elements described in Part B – Chapter 5. OFPM will review and provide comments.
 - 9.5 OFPM encourages Project Architects/Engineers to submit a design development package if they have code questions regarding interpretation or code issues requiring resolution. Existing buildings generally have non-conforming items that require discussions regarding compliance and application of the building and life safety codes.
 - 9.6 Follow the general submittal and processing requirements per Sections 1.0, 2.0 and 3.0 of this chapter.
- 10.0 In-Progress Construction Document Submittal
 - 10.1 In-Progress reviews are to be submitted for OFPM review for the following Capital Improvement Projects and phases. Progress reviews may include 30%, 50% and 90% or 100% construction document submittals as described below.
 - 10.1.1 If the project is a large project contracted through SBAC, 50% progress review will be required.
 - 10.1.2 If the project is bidding through OFPM plan room, final progress review sets are required when construction documents are 100% complete. The construction documents shall be forwarded per this chapter.
 - 10.1.3 The bid document deliverables shall not be forwarded as the final review set.
 - 10.2 In-progress construction documents to be submitted as follows:
 - 10.2.1 Submit two (2) full-size paper copies of the drawings if the drawings sheets are 24" x 36" and smaller or 2 half sized paper copies if drawing sheets are larger than 24" x 36" and one (1) flash drive with electronic submission of specifications, the electronic submission of the drawings and Form 120 – Request for Review. a paper copy of the specifications is not required.
 - 10.2.1.1 OFPM reserves the right to request full sized documents for review if half-sized documents are difficult to read.
 - 10.2.2 Submit additional documents to Owner as directed by Owner.

- 10.2.3 Submit one (1) flash drive with PDF copies of the construction documents and the technical specifications project manual for OFPM review. Submit additional documents to Owner as directed by Owner.
- 10.2.4 100% review documents are not considered Final Construction documents.
- 10.2.5 Follow the general submittal and processing requirements per Sections 1.0, 2.0 and 3.0 of this chapter.
- 11.0 Final Construction Document / Permit to Build Submittal (for projects not bidding through OFPM plan room)
 - 11.1 To obtain a permit to build for a Capital Improvement building construction Project that is not bidding through OFPM plan room, the following shall be submitted:
 - 11.1.1 Submit two (2) full-size paper copies of the drawings if the drawings sheets are 24"x 36" and smaller or 2 half sized paper copies if drawing sheets are larger than 24"x 36", one paper copy of the specification and one (1) flash drive with electronic submission of specifications of the drawings and Form 120 – Request for Review
 - 11.1.2 Submit additional documents to Owner as directed by Owner.
 - 11.1.3 OFPM reserves the right to request full sized documents for review if half-sized documents are difficult to read.
 - 11.1.4 For projects not bidding through OFPM, hard copies of the specifications are required.
 - 11.1.5 Submit one (1) flash drive with PDF copies of the construction drawings and the technical specifications project manual for OFPM review. This submittal shall include a copy of the transmittal, the 120 Request for Review form, and other documents pertinent to the project. Submit additional documents to Owner as directed by Owner.
 - 11.1.6 The specification manual submitted for final construction document / permit to build review shall be sealed, signed and dated by the Project Architect/Engineer.
 - 11.1.7 Each drawing sheet submitted for final construction document / permit to build review shall be sealed, signed and dated by the Project Architect/Engineer.
 - 11.1.8 Follow the general submittal and processing requirements per Sections 1.0, 2.0 and 3.0 of this chapter.
- 12.0 Bid Document Deliverables / Permit to Build Submittals (for projects bidding through OFPM plan room)
 - 12.1 For projects bidding through OFPM plan room refer to Part A – Chapter 6 for all bid document deliverables and bidding submittal requirements, including processing, formatting, addenda and construction contracts. See Part A – Chapter 3 for Capital Improvement building construction Projects required to bid through OFPM plan room.
 - 12.2 If the bid documents are being sent along with the final review set, provide final review documents per Part A - Chapter 4, Section 11 along with the bid document deliverables as required in Part A – Chapter 6, Section 5.
 - 12.3 Each drawing sheet of the bid documents shall be sealed, signed and dated by the project Architect/Engineer.
 - 12.4 The specification manual of the bid documents shall be sealed, signed and dated by the project Architect/Engineer.

13.0 Construction Administration Submittals

- 13.1 All changes to construction documents that occur during construction shall be submitted for code and accessibility reviews. This would be any action during construction that would affect a building code item and may include but is not limited to: supplemental instructions (ASI) and revisions to the contract documents (proposal requests and change orders). These submittals can be provided electronically via e-mail. Follow the general submittal requirements for electronic submittals per Section 2.0.
- 13.2 Contract Change Orders - For projects that bid through OFPM plan room, the Project Architect/Engineer shall follow the requirements outlined in Part B – Chapter 6.
- 13.3 Contractor's application for payment - For projects that bid through OFPM plan room, the Project Architect/Engineer shall follow the requirements outlined in Part B – Chapter 6.
- 13.4 Substantial and Final Completion - For projects that bid through OFPM plan room, the Project Architect/Engineer shall follow the requirements outlined in Part B – Chapter 6.

14.0 Fire Alarm and Fire Suppression Shop Drawings Submittal

- 14.1 OFPM, acting on behalf of OSFM will perform reviews of fire alarm and fire suppression shop drawings for all facilities.
 - 14.1.1 In addition to OFPM review, OSFM will review fire alarm and fire suppression shop drawings for Healthcare occupancies that receive Federal Center for Medicare and Medicaid Services (CMS) funding. OFPM will forward Healthcare occupancy shop drawings to OSFM and will receive OSFM's approval prior to OFPM issuing a Project Acceptance for the shop drawings.
 - 14.1.2 OSFM reserves 30 days for shop drawing reviews.
- 14.2 All Fire alarm and fire suppression systems modifications or installations will require shop drawings unless exempted under the Limited Scope criteria listed below.
- 14.3 Limited Scope Fire Alarm Modifications
 - 14.3.1 Fire alarm shop drawings will not be required if the project is for an Owner who has an Agency Engineer or OSFM Commissioned Inspector and are as follows:
 - 14.3.1.1 The Agency Engineer or OSFM Commissioned Inspector will be responsible to review construction documents, witness testing of the modified devices and receive and maintain as-built fire alarm drawings.
 - 14.3.1.2 Scope of work limited to a maximum of 5 new notification devices (that do not appreciably affect the original design) and/or 20 relocated notification devices.
 - 14.3.1.3 The existing layout of devices, relocated and new, must be shown on the Project Engineer's construction documents. All room names must be provided on the engineered construction documents.
 - 14.3.1.4 Verification by the Project Engineer that the additional devices do not overload the existing fire alarm wiring or system capacity.
 - 14.3.1.5 All modifications or additions are performed by or under the supervision of a NICET certified or factory trained installer.

- 14.3.1.6 As-Built drawings for the entire Fire Alarm system are maintained by the Owner and are updated to reflect the changes.
- 14.4 Limited Scope Fire Suppression Modifications
 - 14.4.1 Suppression shop drawings will not be required if the project is for an Owner who has an Agency Engineer or OSFM Commissioned Inspector and are as follows:
 - 14.4.1.1 The Agency Engineer or OSFM Commissioned Inspector will be responsible to review construction documents, witness testing of the system and receive and maintain as-built suppression drawings.
 - 14.4.1.2 Scope of work limited to no more than 20 sprinkler heads relocated or added, the hydraulic design does not change and no branch piping modifications are required.
 - 14.4.1.3 All new, existing and relocated heads must be shown on the Project Engineer's construction documents. All new sprinkler heads must match existing sprinkler heads. Existing heads shall not be reused when heads are relocated, new sprinkler heads shall be installed. Contact OFPM if existing heads cannot be matched.
 - 14.4.1.4 Project Engineer must verify the modifications have no appreciable impact on the hydraulic design.
 - 14.4.1.5 All installation work is performed by or under the supervision of a licensed sprinkler contractor.
 - 14.4.1.6 As-built drawings are maintained by the Owner and are updated to reflect the changes.
- 14.5 Completed fire alarm and fire suppression shop drawings are to be reviewed and approved by the Project Engineer prior to submittal to OFPM. Submittals not approved by the project engineer and partial submittals will not be reviewed by OFPM.
 - 14.5.1 When the complete shop drawing submittal is approved by the Project Engineer, the Project Architect / Engineer will forward two (2) full-size paper copies of the drawings if the drawings sheets are 24"x 36" and smaller or 2 half sized paper copies if drawing sheets are larger than 24"x 36" and one (1) flash drive with electronic submission of specifications, the electronic submission of the drawings and Form 120 – Request for Review. Paper copies of calculations and product information are not required and may be provided in electronic format only.
- 14.6 A complete **Fire Alarm** shop drawing submittal shall include drawings, calculations and product information compliant with NFPA Standard 72 National Fire Alarm and Signaling Code. Drawings and calculations shall be sealed, signed and dated by a Kansas Licensed Engineer per the requirements of the Kansas Board of Technical Professions.
- 14.7 A complete **Fire Suppression** shop drawing submittal shall include drawings, calculations and product information compliant with applicable NFPA standards for the type of submission, i.e. fire sprinklers, standpipes, clean agent, kitchen hood suppression, etc. Drawings and calculations shall be sealed, signed and dated by a Kansas Licensed Engineer per the requirements of the Kansas Board of Technical Professions.

- 14.8 Project Acceptance Form 125 will be issued after shop drawings have been reviewed and accepted by OFPM (and OSFM for Healthcare) Installation of the system shall not begin until the Project Acceptance has been issued.

15.0 Deferred Submittals

- 15.1 Deferred submittals are defined as those portions of the design that are not required to be submitted with the bid document deliverables submittal or the permit to build submittal. These submittals are required to confirm compliance with the code. Deferred submittals required to be provided to confirm compliance would include elevator shop drawings and any shop drawings required to be sealed by a design professional, such as a metal building or other structural component.

16.0 Submittals for Occupancy

- 16.1 For final inspection for occupancy the Owner (or his designee) must submit Form 120a – Request for Occupancy at least four weeks prior to construction completion or occupancy. Within 48 hours of receipt, OFPM will review status of required submittals and indicate if the final inspection can or cannot be scheduled. If a final inspection cannot be scheduled, the Owner will be informed of items required to be completed. If final inspection can be scheduled, Form 120a – Request for Occupancy will indicate personnel required to be contacted. The scheduling of OFPM inspector to be per Part A – Chapter 5 – Sections 8.0 and 9.0.
- 16.2 If occupying a portion of a project: The Project Architect/Engineer shall submit a plan to OFPM indicating area(s) to be occupied, the exiting (permanent or temporary from occupied areas), and indication of separation of occupied areas from construction areas. The Owner will provide this information with Form 120a – Request for Occupancy (See Part A – Chapter 5 – Section 9.0).

17.0 Record Document Submittals

- 17.1 Projects bid through OFPM plan room shall provide record documents to OFPM as outlined in this section and follow general requirements in Section 2.0 of this chapter. Owners may require submission of record documents if project is not bid through OFPM plan room.
- 17.2 One (1) flash drive containing the above record documents shall be forwarded to OFPM with transmittal stating duplicate information has been forwarded to the agency in a format acceptable to the agency.
- 17.3 Paper copies on vellum and Mylar® are no longer required to be sent to OFPM.
- 17.3.1 Some Owners may still require paper copies of the record documents for their files. The project architect/engineer shall send paper copies per the Owner's requirements.
- 17.4 The electronic copies shall each contain the same set of Record Documents, including but not limited to:
- 17.4.1 Each discipline's record drawings in PDF format.
- 17.4.2 A complete set of technical specifications revised to reflect significant changes and attached reports in PDF format and all other documents generated by the Project Architect/Engineer during the bidding and construction phases in PDF.
- 17.4.3 PDF files of Contractors submitted shop drawings, ASI and RFI documents.

END OF CHAPTER